



# *Municipal Freedom of Information & Protection of Privacy (MFIPPA) Access/Correction Form*

**PART A: To be completed in full by the Requestor**

Access to General Records Access to Own Personal Information Correction of Own Personal Information	Directed to: Freedom of Information Officer Kawartha Pine Ridge District School Board 1994 Fisher Drive Peterborough, ON K9J 7A1
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If your request is for access to, or correction of your own personal information records, indicate if the last name appearing on the record is the same as below

**Details**

Last Name	First Name	Middle Name
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Address

City or Town

Postal Code	Telephone Number - Day	Telephone Number - Evening
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Detailed description of requested records, personal information records or correction of personal information: (if request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)

Preferred Method of Access to Records: <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Originals (on-site only)	Signature:	Date Requested: Day                      Month                      Year
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**PART B: For Office Use Only**

Request Processed	Date Information Provided: Day                      Month                      Year
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Comments:

Personal information contained on this form is collected under section 17 of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used to respond to your request.